

# Permissions to edit advanced information on job applications

[help.fractal.com/hc/en-us/articles/25052966839437-Permissions-to-edit-advanced-information-on-job-applications](https://help.fractal.com/hc/en-us/articles/25052966839437-Permissions-to-edit-advanced-information-on-job-applications)

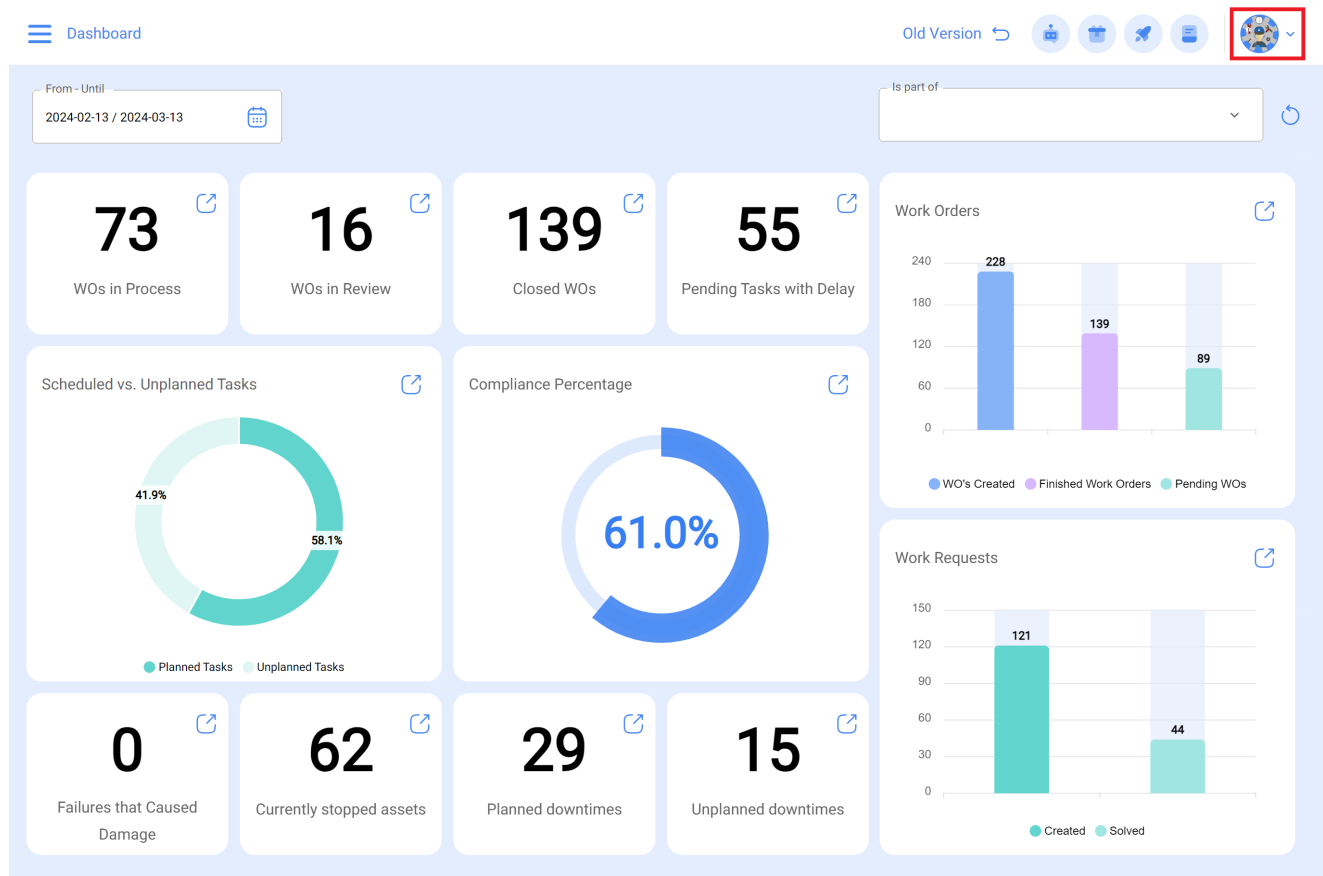
Administrators have the ability to customize access and editing levels based on advanced information in work requests.

## Key Benefits

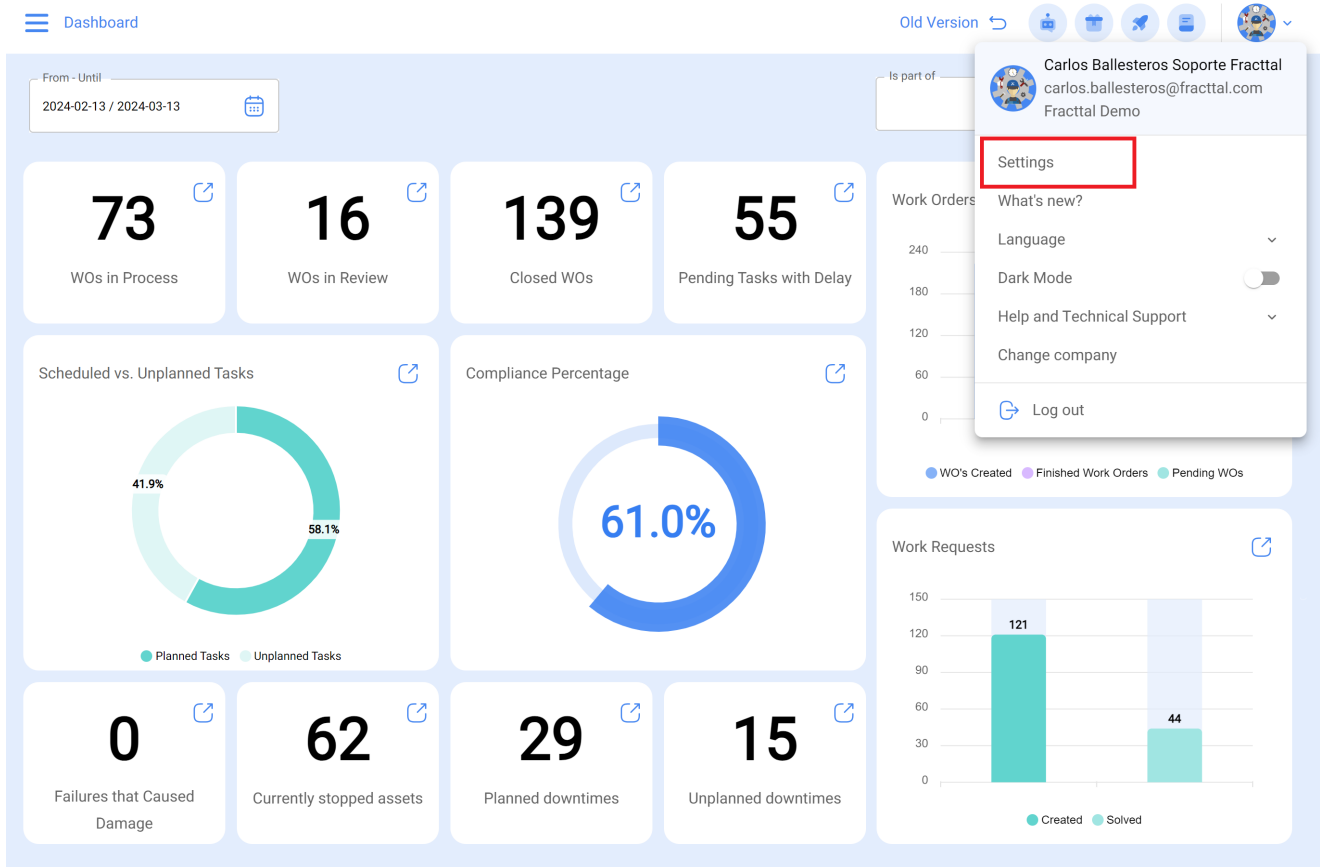
Organizations can ensure the integrity of information advanced in work requests by preventing unauthorized changes and reducing the risk of errors. This translates into more efficient and accurate management of requests, which is critical to the success of any project or process.

## How to enable permissions to edit advanced information in job applications?

1. Click on the menu located at the top left of the screen.



2. Then select "Configuration".



3. In the left side panel, click on "Modules".

Settings

Old Version

Fractal Demo

Save

Details

General

User Accounts

Business Calendar

Modules

Financial

Auxiliary Catalogs

Document Management

Transactions Log

Security

API Connections

Guest Portal

Account

Type

Work Requests

Set which of the following fields must be mandatory

Options	Required	Options	Required
Attachment	<input type="checkbox"/>	Location	<input type="checkbox"/>
Asset	<input checked="" type="checkbox"/>	Group	<input type="checkbox"/>
Comments	<input checked="" type="checkbox"/>	Group 1	<input type="checkbox"/>
Requested By	<input type="checkbox"/>	Group 2	<input type="checkbox"/>
Requested email	<input type="checkbox"/>	Keywords	<input type="checkbox"/>
Reference	<input type="checkbox"/>		

Update edited assets in open work requests

Allow work request administrators to edit the advanced information of requests in "Open" status

Allow the creator of the work request to edit advanced information for requests in "Open" status

4. Within the modules section, you will find at the bottom the two corresponding permissions to edit advanced information in the work requests. The green color indicates that it is enabled, while the red color indicates that it is disabled.

The screenshot shows the 'Settings' page for 'Fractal Demo'. The left sidebar contains a 'Details' section with various modules. The main content area is titled 'Work Requests' and includes a table for setting mandatory fields and a list of permissions. The permissions section is highlighted with a red border.

Options	Required	Options	Required
Attachment	<input type="radio"/>	Location	<input type="radio"/>
Asset	<input checked="" type="radio"/>	Group	<input type="radio"/>
Comments	<input checked="" type="radio"/>	Group 1	<input type="radio"/>
Requested By	<input type="radio"/>	Group 2	<input type="radio"/>
Requested email	<input type="radio"/>	Keywords	<input type="radio"/>
Reference	<input type="radio"/>		

Update edited assets in open work requests	<input type="radio"/>
Allow work request administrators to edit the advanced information of requests in "Open" status	<input checked="" type="radio"/>
Allow the creator of the work request to edit advanced information for requests in "Open" status	<input checked="" type="radio"/>

5. Once you have configured the above permissions, click on the "Save" button located at the top right of the screen.

Fractal Demo Save

Information  
You have pending changes to save!

Details

- General
- User Accounts
- Business Calendar
- Modules
- Financial
- Auxiliary Catalogs
- Document Management
- Transactions Log
- Security
- API Connections
- Guest Portal
- Account

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Requested By	<input type="checkbox"/>	Group 2	<input type="checkbox"/>
Requested email	<input type="checkbox"/>	Keywords	<input type="checkbox"/>
Reference	<input type="checkbox"/>		

Update edited assets in open work requests

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## What advanced information can be edited by people who have the permissions enabled?

you can add or modify the following advanced information fields:

- Reference
- Group
- Clasification 1
- Clasification 2
- Key words

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 Save


 Change Status


Work Request Number 2714

Work Request Status  
● Open

Details

 General

 Work Request Status

 Attachments

ADVANCED INFORMATION ^

Requested By  Requested email  Reference

Location



Group  Group 1  Group 2

Keywords

**NOTE:** You will only be able to edit the information while the application is in "Open" status.